



CAREER OPPORTUNITY

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL RAILROAD ADMINISTRATION (FRA)

ANNOUNCEMENT NUMBER: FRA-04-66R
POSITION TITLE: Writer-Editor
GS-1082-11/12
GS-11: \$50,593 to \$65,769 per annum
GS-12: \$60,638 to \$78,826 per annum
Full Performance Level: GS-12
Note: This position has special job requirements.
See page 3.

POSITION LOCATION: Federal Railroad Administration
Office of the Associate Administrator for Safety,
Office of Safety Analysis, Highway-Rail Crossing
& Trespasser Prevention Programs Division,
Washington, DC

AREA OF CONSIDERATION: All Sources (Status and Nonstatus
Candidates) (Candidates eligible for special appointing authorities and for
consideration under the Career Transition Assistance and Interagency Career
Transition Assistance Programs also may apply.)

OPENING DATE: 09-16-04

CLOSING DATE: 10-07-04

NUMBER AND TYPE: One Full-Time Permanent Position

Due to U.S. mail delays, it is recommended that applicants fax, use a professional delivery service (i.e., FedEx, UPS, etc.), email, or personally deliver applications to ensure timely receipt.

DOT is an Equal Opportunity Employer

All qualified applicants will be considered regardless of political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or other non-merit factors. DOT provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Decisions on granting reasonable accommodation will be made on a case-by-case basis.

Why Work For Us? Transportation impacts every facet of American life, providing people access to work, school, loved ones, and nature's rich bounty. The U.S. Department of Transportation is committed to transportation excellence and strives to create the best possible integrated air, land, and sea transportation system for America. As a DOT employee, you will become a part of the dedicated workforce who works day-to-day to make measurable improvements in our transportation system, the security of our nation, and the quality of American life.

The Federal Railroad Administration, an Operating Administration under the Department of Transportation, was created to promote and enforce safety throughout the U.S. railroad system, rehabilitate the Northeast Corridor rail passenger services, consolidate Federal support for rail transportation, and support research and development for rail transportation for passengers, railroad employees and the general public.

Summary Of The Essential Job Functions As a Writer-Editor, you will be required to:

- Write, review, compile, edit a broad range of safety documents, including annual bulletins, accident and complaint investigation reports, and technical instruction manuals in terms of their objectives, style, and manner of presentation.
- Develop a comprehensive source databank that can be utilized in the preparation of a wide range of correspondence, policy papers and complex, intricate recommendations based upon the targeted audience.
- Develop responses to inquiries from officials and citizens from the rail industry; suppliers; law firms; labor; all levels, departments, and branches of government, including FRA Regional Offices; research organizations; the academic community and the public regarding the background, status and scope of programs which address highway-rail crossing safety and trespasser prevention. Write responses to controlled (Congressional and White House) correspondence, and to web site inquiries.
- Write and edit materials such as brochures, pamphlets, speeches, and briefing papers which are designed to inform and provide insight into the analytical processes and the statistical data needed by those involved in the various aspects of the crossing and trespasser programs.
- Work with FRA officials to ensure that publications promulgated by various FRA organizational entities represent the Office of Safety's positions, policies, and initiatives correctly and effectively.
- Review research proposals and reports and work with authors to edit highly complex material for the use of technical and non-technical audiences.
- Manage both the content and overall presentation of those areas of the FRA website pertaining to the Highway-Rail Grade Crossing and Trespassing Prevention Program.
- Serve as a team member on Office of Safety Railroad Safety Advisory Committee (RSAC) task forces.
- Assist in the analysis of new or proposed legislation or regulations that have an impact on highway-rail crossing safety and trespassing prevention programs.
- Serve as a team member in analyzing, reviewing, and documenting highway rail crossing safety and trespassing prevention programs.

What Are The Minimum Qualifications For This Position?

Candidates must have 52 weeks of specialized experience equivalent to the next lower grade that is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills and abilities to perform the duties successfully. At the GS-11 level only, education may be substituted for the specialized experience requirement; i.e., Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related.

What Are The Required Knowledge, Skills And Abilities For This Job?

- Knowledge of a broad range of sources and source materials in order to perform comprehensive research.
- Ability to analyze and interpret collected information in order to write clear and accurate material.
- Skill in writing and/or editing a wide variety of material such as controlled correspondence, manuals, reports, brochures, and speeches and tailoring the material to the intended audience.
- Ability to work effectively and tactfully with others in order to obtain needed data and suggest revisions to authors when editing material.
- Knowledge of web page content management sufficient to format material for web viewing and create web links.

Quality Ranking Factor: (Desirable)

- Knowledge of the Highway-Rail Grade Crossing and Trespasser Prevention Program.

How Will The Qualified Applicants Be Further Evaluated And Rated To Identify The Best Qualified?

If you are basically qualified for this job, you will be further evaluated on the quality and extent of your total accomplishments, experience and education related to the knowledge, skills and abilities listed above. We also may consider your performance appraisal, awards, and relevant training. Your ranking will measure the degree to which your background matches the demands of this position.

What Employee Benefits Do We Provide? The Federal Government offers excellent benefits, flexible work schedules and family-friendly programs. You will receive paid annual leave and sick leave. This is a permanent position and you will be eligible for retirement, health insurance, life insurance and Long Term Care insurance. A brief summary of the Federal benefits for permanent employees can be found at www.usajobs.opm.gov/EI61.htm.

Before You Go Any Further, Here Are Some Other Things You Need to Know

- United States citizenship is required. (Proof of citizenship will be required to be shown upon appointment.)
- If you are a male between the ages of 18 and 26 or were born after December 31, 1959, certification is required at the time you are employed that you have registered with the Selective Service for the draft, unless Selective Service has approved a waiver for you.
- Applicants must meet the qualification requirements by the closing date of the announcement. Federal applicants also must meet the time-in-grade requirements by the closing date.
- If you are selected or among the best qualified candidates for this position, you will be subject to a determination of your suitability for Federal employment.
- Before being hired you will be required to sign and verify the accuracy of the information in your application if you have not done so using an application form such as the OF 612.
- If an FRA employee is selected, travel and transportation expenses will be paid if the selection results in a promotion OR for a geographical reassignment if the FRA selectee occupies a position that has significantly different duties from that of this position vacancy. If a candidate outside FRA is selected, travel and transportation expenses will not be paid.
- The FRA has determined that seniority rights, leaves of absence, and reemployment rights generally constitute an actual or an appearance of a conflict of interest. New employees may be required to divest themselves of such rights immediately upon hire if these rights are determined to constitute an actual or appearance of a conflict of interest. If new employees are permitted to retain such rights, which is generally the case for Railroad Safety positions, the rights must be divested at the end of the one year probationary period. No waivers of this requirement will be granted.
- FRA employees are prohibited from owing railroad stock, except, under certain circumstances, as part of a diversified mutual fund.
- If selected, you will be subject to the Standards of Ethical Conduct applicable to all DOT employees.
- Applicants with “competitive status” as current or former Federal Government employees may be given first consideration.

How To Apply For This Position

- You must submit your current SF-171 (Application for Federal Employment), Resume, or an OF-612 (Optional Application for Federal Employment). You may choose which form to submit provided it contains all required information. Required information is listed in the section below labeled “Here’s What Your Application Must Contain.”
- For maximum consideration, tell us how you meet the "Knowledge, Skills and Abilities (KSAs)" for this position. The KSAs for this position are found above.

- For Federal applicants, a complete performance appraisal is required. It must be current – meaning it was issued to you within the past year – and it must be official – meaning it appraises your performance over a normal rating cycle in your present job and has been signed by your supervisor. If you are unable to submit your current performance appraisal, please tell us why. You also should submit a copy of your latest SF-50 "Notification of Personnel Action" that reflects career or career-conditional tenure.
- To be considered for selection priority under the Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP), you must submit appropriate certification that you are eligible. You also must meet the job's minimum qualifications and rate at least Highly Qualified on the crediting plan for each knowledge, skill and ability requirement that is listed in this announcement.
- The "Area of Consideration" section shown on the first page indicates who may apply for this position. All United States citizens may apply. Candidates may be eligible to be considered three ways: as a current or former Federal Government employee with "status;" as a "nonstatus" candidate (candidates with no prior Federal Government service); and as a candidate eligible for a special appointment authority. You must submit a complete application package for each type of consideration you are eligible and wish to be considered. You also must submit appropriate proof of your eligibility as a status candidate and as a candidate eligible for a special appointment authority, including your eligibility for veteran preference.

Where To Send Your Application

- You may **mail or deliver** your application to the Federal Railroad Administration, Office of Human Resources, 1120 Vermont Avenue, NW., 6th Floor, Washington, DC 20590.
- If you are faxing your application, please limit the application to **a maximum of 20 pages** and include a cover sheet. Our fax number is (202) 493-6169. We will not accept applications faxed from a Federal Government fax machine.
- ALL applications must be in our office or postmarked by the closing date of the announcement.
- Applications mailed in a Government envelope will not be accepted.

Questions?

Call Renee Clark at (202) 493-6117 or TDD (202) 493-6487 or 6488, or email at renee.clark@fra.dot.gov. Please reference the announcement number so we can help you more efficiently.

Para mas informacion en espanol sobre este anuncio de vacante o cualquier otra information sobre empleo en las Federal Railroad Administration (FRA), por favor llame a Francisco Gonzalez 202/493-6076. La FRA es un empleador con igualdad de oportunidad en el empleo, y que por medio de programas de accion afirmativa mantiene un ambiente multicultural. Todos los que soliciten recibiran igual consideracion, sin ninguna excepcion, por raza, color, religion, sexo, origin nacional, politica, impedimento fisico o edad.

ALTERNATIVE FORMATS: If you need a copy of this announcement in an alternative format to accommodate a disability, please contact Marcella Mullins at marcie.mullins@fra.dot.gov, on (202) 493-6114 or at the TDD number (202) 493-6487 or 6488.

REASONABLE ACCOMMODATION: If you are requesting reasonable accommodation in connection with applying for this vacancy, please contact Marcella Mullins as listed above.

Privacy Act Requirements: The forms referenced in this announcement are used to determine applicants' qualifications for the position and are authorized under 5 U.S.C. 3302 and 3361.

HERE'S WHAT YOUR APPLICATION MUST CONTAIN

JOB INFORMATION

- Announcement number and title of the position

PERSONAL INFORMATION

- Full name
- Mailing address (with Zip Code)
- Social Security Number
- Country of citizenship (Most Federal jobs require United States citizenship)
- Veterans' preference
(**Proof Required – Attach DD 214**)
- Federal employees & Reinstatement eligibles (**Attach SF-50**)
- Highest Federal civilian grade held

EDUCATION

- High School name, city, state, and date of diploma or GED
- College/University names, city, and state
- Major(s)
- Type and year of degree(s) received

WORK EXPERIENCE

(paid and unpaid)

- Job Title
- Duties and accomplishments
- Employer's name and address (indicate if we may contact your current supervisor)
- Supervisor's name and telephone number
- Starting and ending dates (month and year)
- Hours per week
- Salary and/or Grade (GS-or equivalent)

OTHER QUALIFICATIONS

- Job-related training courses (title and year)
- Job-related skills (e.g., foreign languages, computer software/hardware, etc.)
- Job-related certificates and licenses (current only)
- Job-related honors, awards, and special accomplishments (e.g., memberships in professional or honor societies, leadership activities, public speaking, performance awards and publications) (give dates)